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**PARKS & RECREATION ADVISORY COMMISSION  
MINUTES  
March 3, 2005**

**Attendees:**

**Parks and Recreation Advisory Commission Members**

		<b>Committee Membership</b>
<b>Lynn Crump, Chair</b>	School Board	Capital Projects Committee, Greenways Advocacy Committee
<b>Dennis Harding, Vice Chair</b>	Dale District	Athletics Activities Committee
Bob Terrell	Dale District	<b>Chair, Athletics Activities</b> Capital Projects Committee
Jack Griffin	Bermuda District	Capital Projects Committee, Athletics Activities Committee
Tim Mick	Bermuda District	<b>Chair, Capital Projects Committee</b> Budget Committee
Frank McDavid	Clover Hill District	<b>Chair, Greenways Advocacy</b>
Ron Maxey	Midlothian District	Capital Projects Committee
Terry Minor	Clover Hill District	<b>Chair, Budget Committee</b> Capital Projects Committee
Earl Gee	Matoaca District	Budget Committee, Athletics Activities Committee

**Absent:**

Hadi YazdanPanah	Midlothian District	Capital Projects Committee, Greenways Advocacy Committee, Athletics Activities Committee
Tim Russell	Matoaca District	Greenways Advocacy Committee, Budget Committee, Athletics Activities Committee

**Parks and Recreation Staff**

Mike Golden, Director, Liaison Budget and Capital Projects Committees  
 Lynell McClinton, Chief of Finance, Liaison Budget and Capital Projects Committees  
 Phil Innis, Assistant Director, Liaison Athletic Activities and Capital Projects Committees  
 Bruce Dove, Assistant Director, Liaison Athletic Activities and Capital Projects Committees  
 Mark Askin, Chief of Parks, Liaison Capital Projects Committee  
 Stuart Connock, Jr., Chief of Parks Design and Construction, Liaison Capital Projects and Greenways  
 Advocacy Committees  
 Bill Carlson, Athletics Manager, Liaison Athletic Activities Committee  
 Dave Caras, Liaison Greenways Advocacy Committee  
 Rebecca J Parker, CPS/CAP, Secretary

## 2005 Standing Committees

<b>Budget</b>	<b>Capital Projects</b>	<b>Athletics Activities</b>	<b>Greenway Advocacy</b>
Terry Minor, Chair	Tim Mick, Chair	Bob Terrell, Chair	Frank McDavid, Chair
Tim Mick	Bob Terrell	Dennis Harding	Hadi YazdanPanah
Earl Gee	Lynn Crump	Tim Russell	Lynn Crump
Tim Russell	Terry Minor	Jack Griffin	
	Hadi YazdanPanah	Hadi YazdanPanah	
	Jack Griffin	Earl Gee	
	Ron Maxey		

### Attendees and Citizens to Speak on Unscheduled Matters

Mike Hairfield	CQL
Kris Kelley	Tri-Cities Red Sox Baseball Team - Old Matoaca High School field
Rob Walters	Bon Air Youth Basketball League
Joe Thomas	AAU Baseball Field
Art Bell	AAU Manager
Blake Eller	CBC
Lou Lippa	CLL

#### **I. Chair, Lynn Crump called the meeting to order at 7:00 p.m.**

#### **II. Invocation:**

Lynn Crump led the invocation. She asked that direction, understanding and patience be given to Commission members on decisions about the issues brought before them and that the decisions made would be of benefit to the future of Chesterfield County.

#### **III. Approval of Minutes:**

**Bob Terrell made a motion to approve the minutes as written. Dennis Harding seconded the motion. There was no further discussion. The motion passed with unanimous vote.**

#### **IV. Changes to Agenda:**

- **Mike Golden deferred the Director's Remarks.**
- **YMCA Basketball Tournament request was added to the New Business.**
- **Standing Committee Appointments were moved after Committee Reports.**

#### **V. Parks and Recreation Director's Remarks: - Deferred**

#### **VII. Committee Reports:**

##### **Budget Committee: Did not meet**

### **Future Visions Committee:**

Ron Maxey distributed a list of seven recommendations for the Hall of Fame - to Commission members only. To ensure confidentiality, discussion was by designated numbers and not the nominees' names. Bob Terrell suggested that the selected individuals decide where they would be honored, since many individuals served or lived in more than one district. Terry Minor and other members agreed that this was a very good idea. Dennis Harding confirmed that some of the recommendations were carried over from last year. **Terry Minor made a motion to send the recommendations to the Board of Supervisors for their approval. Bob Terrell seconded the motion. There was no further discussion,. The motion passed with one opposing vote.**

The Process is as follows:

### **2005 Hall of Fame Monument Nominations**

Information is on the Parks and Recreation Website and letters of notification about the nomination have been sent out. Applications are being accepted through January 31.

- Nominations will be solicited and accepted through January 2005.
- The public will be notified about the nomination process and information placed in the next Parks and Recreation publication - to be distributed the week before Christmas 2004. The information/application will also be placed on the Parks and Recreation website and information will be mailed to the various leagues.
- The Future Visions Committee would review the nominations in January and February and send the final nominations to the Board of Supervisors.
- The group ceremony will be scheduled in the spring of 2005, at a regular Board of Supervisors meeting.
- After the Board of Supervisors' approval and the nomination ceremony, Parks and Recreation will have names inscribed on the monuments.

### **Athletic Activities Committee:**

Bob Terrell advised that the Committee met before the PRAC meeting. The Committee had discussed the general process for field closings/renovations and Crenshaw Field #1 in particular. Stuart Connock, Jr. asked that a special committee be formed to address such a major issue as field closings/renovations/construction. Stuart suggested that this committee be composed of a chair and two to four members that would meet monthly with the staff liaisons. Issues under their review would be as follows:

- Review Annual CIP Requests
- Review Annual Fiscal Year Detailed Work Plan
- Review Monthly Construction Status Report
- Review Standardized/Prototype Design for Major Buildings and Facilities
- Review Construction Schedules for Work in Existing Parks and Impacts to Programs Within Those Sites During Construction
- Report to Full PRAC With Recommendations

The proposed work plan for the Committee would initially be assisting staff as follows:

1. Establishment of procedures for construction projects in existing parks and impacts to programs during construction
2. Establishment of procedure for review and endorsement of new and updated park master development plans
3. Establishment of procedure for review and endorsement of standardized/prototype major buildings and facilities
4. Establishment of procedure for review and endorsement of annual CIP request and detailed fiscal year work plan.

Lynn suggested this proposal be discussed under the 2005 *Standing Committee Appointments* Agenda Item.

Bob Terrell reported on Committee discussions about the issue of non-cosponsored organizations unscheduled use of fields. These groups do not notify Parks and Recreation of their intent to use the fields and there is concern about possible pesticide hazard, litter control and maintenance issues. Bill Carlson said that although this was a complicated issue, communication can be improved and a policy must be developed. Bill also pointed out that it was important for these groups to be counted with the other user groups so that Parks and Recreation could provide needed services.

Bill said as approved by PRAC in January, the leagues would be making presentations to PRAC when they submitted their rosters. The approved policy reads that four weeks after the first game the roster is due. Bill distributed a schedule for Roster Turn-In Time-line that would be included in the manual. This schedule is flexible and allows for PRAC meeting dates and other obstacles to adherence to this strict timeline of four weeks after the first game. Bill said letters had been mailed to soccer, field hockey and lacrosse leagues advising them of their presentation/roster schedule. Bill requested PRAC's approval of the format presented, with amendments suggested by Tim Mick. **Terry Minor made a motion to approve the format with the suggested amendments. Ron Maxey seconded the motion. There was no further discussion. The motion passed with unanimous vote.**

**\* SEE AMENDED SCHEDULE - ATTACHMENT A\***

### **Greenways Advocacy Committee**

Frank McDavid reported that the American Cancer Society had decided that due to population-base density to the northwest, it was not in their best interest to combine the GIG and Trail Ways and Relay for Life events.

Frank discussed joint meetings with neighboring Parks and Recreation Advisory Commissions. Frank described the short-term concept of a joint meeting of one neighboring commission once a year that could substitute for one PRAC meeting. The long-term vision would be a one-day conference involving neighboring commissions. Tim Mick recommended that the meeting could take place during the months when there were no scheduled PRAC meetings. Frank asked for PRAC approval to attend the April 6 meeting of the Henrico County Recreation and Parks Advisory Commission so that he could present the concept of joint meetings to them. Frank said that further action would depend upon Henrico County's response to the presented concept. **Tim Mick made a motion for Frank to attend the Henrico County Recreation and Parks Advisory Commission meeting on April 6 to present the concept to them.**

**Dennis Harding seconded the motion. There was no further discussion. The motion passed with unanimous vote.** Lynn asked that this be added to the April 7 Agenda for further action.

Frank advised he would attend the VRPS meeting at his own expense. Dennis Harding requested that Mike Golden find out if funding is available for interested PRAC members to attend VRPS. Lynn pointed out that specific sections of the VRPS agenda would relate to volunteers such as PRAC members. Terry Minor and Dennis Harding said that it would be helpful to have an exchange of ideas and discuss local problems/solutions with various area representatives.

Frank discussed the Upper Swift Creek Area Plan report. Approximately 75-acres are available to be donated and become part of Chesterfield's green area. There are three models for possible development from the Planning Commission. One model rules this 75-acres out for development and makes it available for green area. Jack Griffin pointed out that he was opposed to taking wetlands in lieu of cash proffers because federal law already protects wetlands. Mike said issues that involve the reservoir, conservation corridors and conservation easements, are concerns raised in the plan. Passive recreation corridors are also being discussed. Tim Mick recommended that Mike Golden review the proposed plan with Joan Salvati, of Environmental Engineering and report to PRAC.

#### **VIII. Standing Committee Appointments:**

Lynn opened the discussion about the proposed Capital Projects Committee. Lynn suggested limiting the number of committees to four. Terry Minor recommended that this Committee should not be combined into another committee because it will address so many issues. Tim Mick agreed to Chair this new committee and noted that it would require at least two hours a month. Ron Maxey's proposal to change the *Future Visions Committee* to the *Capital Projects Committee* was accepted. Terry Minor agreed to chair the Budget Committee. Athletics Activities Chair, Bob Terrell and Greenways Advocacy Chair, Frank McDavid agreed to continue in their office for the 2005 term. **Terry Minor moved that the proposed committee members and chairs be approved. Dennis Harding seconded the motion. There was no further discussion. The motion passed with unanimous vote.** The 2005 PRAC Standing Committees are as follows:

##### **Budget Committee**

Terry Minor, Chair  
Tim Mick  
Earl Gee  
Tim Russell

##### **Capital Projects Committee**

Tim Mick, Chair  
Lynn Crump  
Terry Minor  
Ron Maxey  
Hadi YazdanPanah  
Jack Griffin  
Bob Terrell

##### **Athletics Activities Committee**

Bob Terrell, Chair  
Earl Gee  
Dennis Harding  
Tim Russell  
Jack Griffin  
Hadi YazdanPanah

##### **Greenways Advocacy Committee**

Frank McDavid, Chair  
Hadi YazdanPanah  
Lynn Crump  
Tim Russell

**\*Mike Golden will appoint Parks and Recreation liaisons to these committees and advise PRAC.**

- **Hadi and Tim Russell to advise their choice of Committees**

Bill Carlson said an untapped resource for PRAC committees could be prior commission members or dedicated citizens. Lynn asked Bill to put together a list of these individuals and their interests/strengths and give the list to the committee chairs as a resource.

## **IX. Hearing of Citizens on Unscheduled Matters**

### **Mike Hairfield, Commissioner, Chesterfield Quarterback League (CQL)**

Mike Hairfield spoke to the Commission about recognition of three CQL alumni that participated in the NFL Pro-Bow, William Henderson, from Wells Athletic Association; James Farrior from Matoaca Youth Athletics and Rudi Johnson of Ettrick Youth Sports. He distributed a copy of the *Chester Village News Opinion Forum* that contained a letter he wrote to the editor expressing CQL's pride in the accomplishments of these alumni. Mike Golden confirmed that County recognition was moving forward.

Mike Hairfield also advised that a lock on the Manchester Middle School storage shed was in need of repair/replacement.

### **Kris Kelley, Tri City Red Sox Baseball Team, Virginia Baseball League - Independent Wood Bat**

Kris Kelly said that last year they formed a team with the Virginia Baseball League. He discussed problems they encountered finding stable practice fields, getting fields dragged and finding lighted fields. Bill Carlson explained that field availability for non-co-sponsored groups was rented on a first-request basis.

Another member of this organization discussed his interest and the benefits of college-level play focusing on the emphasis of grades needed to become a college athlete. The speaker explained that his organization has teams in Tappahannock, Deltaville, and Spotsylvania. They are the only wood-bat league in this area. Ron Maxey suggested that this group contact high school coaches to acquire fields and advised them to leave the fields as they found them to promote cooperation. Bill Carlson suggested Virginia State University fields as an option. Tim Mick confirmed that this group would be served by Parks and Recreation as Amateur Athletic Union (AAU) teams- a non-co-sponsored group that rents fields. Tim Mick said their status has not changed and they would rent a field as they did last year. Bill said that since the maintenance costs on a grass field are higher this could impact the fees. Tim Mick recommended that Parks and Recreation staff meet with this group and discuss their options.

### **Rob Walters, President, Bon Air Youth Basketball League**

Mr. Walters gave a brief history of this League. Pat Burke was the original founder. Next year will be their 50<sup>th</sup> year (1955-2005). To honor Pat Burke the League decided to provide a \$1,000 scholarship in her name. Their website is [www.bonairbasketball.net](http://www.bonairbasketball.net). Mr. Walters said their league values kids, sportsmanship, competition and fun.

He thanked Bill Carlson and Susie Owens for their assistance and the County for their support.

Mr. Walters requested recommendations on how their league could give back to the community.

Mr. Walters said that enrollment has increased and two more practice nights are needed. They prefer renting gym space from the County and because gym time is limited, Mr. Walters requested consideration for his league to use Greenfield gym. Bill Carlson said this gym is scheduled to open in the late fall. Mr. Walters said their league would be willing to help with the costs. Bill Carlson said that the gym would have two 43 x 74 courts. Dennis Harding requested that Mr. Walters return to PRAC with their 50<sup>th</sup> Anniversary Agenda.

### **Joe Thomas, Coach, AAU 14U Baseball Team**

Mr. Thomas said he has been a coach for four years. His teams play on Sunday. He would like to have some fields designated for them to rent, since all the kids are Chesterfield County residents and families pay Chesterfield County taxes. He has noticed that many of the fields reserved for leagues are not being used on Sundays. Bill Carlson pointed out that the system in place is designed to deal with leagues/groups and has difficulty in accommodating individuals. Dennis Harding pointed out that PRAC repeatedly hears these requests from individuals and not organizations.

Blake Eller, with CBC recommended that Mr. Thomas contact league presidents and request to use fields on Sundays (CLL, CBC). Bob Terrell said this should be attempted before the issue was sent to PRAC Athletics Activities Committee. Terry Minor suggested that Mr. Thomas work to organize the group in order to work within the existing system.

Bill Carlson advised Art Bell, manager of an AAU team that the baseball process began in August. Mr. Bell said he would be happy to work toward organizing a league.

Lou Lipka, with CLL pointed out that this was a problem that must be addressed, especially since groups like the AAU membership are growing and background checks are not required for non-co-sponsored groups. Lou said that Roanoke doubled the use of their fields by converting baseball to softball fields.

Tim Mick said this is an issue that cannot be solved without the system being reworked, new facilities being built or the non-cosponsored groups joining a league. Tim finds this issue very frustrating because there is no solution. He recommends working with the existing leagues to acquire field time.

## **X. Old Business:**

### **Background Checks**

Bill Carlson reported that the names of the individuals that have gone through background checks are listed on the Parks and Recreation website. New forms, the policy and the March calendars of background check locations and times have been sent out to all leagues and associations. Tim Mick advised that letters were mailed to anyone that failed the background check.

### **Dutch Gap and Henricus Park Closure Dates for 2005**

Lynn Crump reported that a meeting was held at Henricus Park and the recommendations would be discussed at the Henricus Foundation Board meeting and results reported to PRAC.

## **X. New Business:**

### **YMCA (Tuckahoe) Basketball Tournament**

Mike Golden reported that a request for a three-on-three basketball game had been received for May 7 at two Rockwood Park courts near the parking lot. Tim Mick said that the same concerns would apply to this group as applied to the Tabernacle Church of God group. Bob Terrell suggested that they be directed to an August date. Bill Carlson advised a special event permit process will be followed and should answer most of the concerns. Bill suggested that it might be prudent to set aside time in August in anticipation of these requests. Tim Mick recommended that the permit information be sent to the YMCA and request that they fill these forms out and come to PRAC. Terry suggested that they be asked about another date in advance of their return.

Dennis said it was frustrating to him that so much time has been spent on issues that are outside the boundary of Chesterfield County and what PRAC is able to accommodate.

## **XI. Reports: The following reports were postponed until the April 7<sup>th</sup> PRAC meeting.**

- Construction Status Report
- Co-sponsored Agreements
- Report on Dedication

**Bill Carlson submitted the Concession Lease Status Report 01/01/04 – 12/31/04, noting that all long- term concession organizations have completed all of their lease agreement requirements. All the 2004 Concession payments have been received.**

## **XII. Public Hearing: Soccer/Field Hockey/Lacrosse Assignments**

Lynn opened the public hearing for soccer/field hockey and lacrosse field assignments. There were no speakers about this issue. Lynn closed the public hearing. **Tim Mick made a motion to accept the assignments. Terry Minor seconded the motion. There was no further discussion. The motion passed with unanimous vote.**

## **XIII. Recommendation of Agenda Items for Thursday, April 7, 2005:**

- Frank McDavid to Report on Henrico County PRAC Meeting
- Mike Golden's Report on the Upper Swift Creek Plan
- Mike Golden's Report on Funding PRAC Travel to VRPS
- Flagpole Maintenance – Athletics Activities
- Report on Closure of Field #1 at Crenshaw and Removal of Backstops from Chalkley Football Field –Capital Projects Committee
- Bill Carlson to Furnish List of Possible Resource Volunteers to Committee Chairs

**XIV. Meeting adjourned at 9:20 p.m.**

Minutes respectfully submitted by Rebecca J. Parker CPS/CAP

**The next meeting will be held on Thursday, April 07, 2005, at the Central Library.**

**In order to best understand the needs of our co-sponsored youth and adult athletic leagues, the Chesterfield County Parks and Recreation Advisory Commission would like for each athletic league to make a presentation to the commission regarding their program during the designated PRAC meeting listed below. The athletic leagues at this meeting should also turn in any league rosters and non-resident fees that are due to the county. Issues regarding late rosters, non-resident fees or other information not completed may be addressed at these meetings.**

**Parks and Recreation Roster Turn-In Time-line**

<b><u>Sport</u></b>	<b><u>PRAC Meeting</u></b>
Spring Summer Youth Baseball/Softball	August
Spring Summer Adult Softball	August
Spring Adult and Youth Soccer	May
Spring Youth Field Hockey and Lacrosse	May
Fall Youth Football	November
Fall Youth Cheerleading	November
Fall Adult Volleyball	November
Fall Youth Baseball/Softball	November
Fall Youth and Adult Soccer	November
Fall Adult Softball	November
Fall Youth Field Hockey and Lacrosse	November
Winter Youth Basketball	March
Winter Youth Soccer	March
Winter Adult Basketball	March
Winter Adult Volleyball	March
Winter Youth Cheerleading	March